



County of Galveston

Human Resources

JOB POSTING NOTICE

Galveston County is seeking a new Juvenile Probation Officer for the Juvenile Justice Department. The right candidate will be responsible for providing comprehensive supervision and case management of juvenile offenders. This consists of supervising juveniles placed on probation or deferred prosecution.

JOB TITLE: Juvenile Probation Officer

DEPARTMENT: Juvenile Justice

SALARY: \$42,911.00 a year

JOB GRADE: 16 (0)

OFFICE ADDRESS:
6101 Attwater Avenue
Texas City, TX 77590

OFFICE HOURS:
8:00am to 5:00pm,
Monday – Friday

WEBSITE: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

BENEFITS:

- Medical
- Dental
- Vision
- Disability
- TCDRS Retirement
- AUL Alternate Plan

TO APPLY:

To apply please visit our website: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx> and fill out our online application or apply in person at 722 Moody, 3rd Floor Human Resources Office.

QUALIFICATIONS/REQUIRED SKILLS

- Bachelor's Degree with no disqualifying criminal history
- Must satisfactorily complete all pre-hire requirements
- Ability to use good judgment, able to control temper, and relate in a friendly manner
- Ability to work in close contact with children (10-17 years of age) and work w/ physical, emotionally disturbed, and/or violent children.
- Must have excellent oral and written communication skills
- Must hold a Juvenile Probation Officer certification throughout employment.
- Must receive 80 hours of training every two years to maintain certification.
- Excellent decision maker and problem solver, as well as reliable and motivated towards helping others
- Must be able to pass background check, physical exam, psychological evaluation, and drug screen.
- Must possess a valid Texas Driver's License for the type of vehicle or equipment operated.

Preferred Skills/ Qualifications (Not Mandatory):

- 1+ years of experience in casework, counseling, community or group work in a social service, community, corrections, or juvenile agency that deals with offenders, disadvantaged persons, emotionally disturbed and/or violent children preferred

RESPONSIBILITIES INCLUDE

- Supervises assigned juvenile probationers; maintains related files as required.
- Conducts office, school, employment and home visits according to department standards.
- Documents all contacts, in chronological order.
- Performs drug screening on juvenile offenders.
- Refers juveniles and their families to appropriate agencies and treatment providers.
- Prepares various written reports, as well as submits violation reports and attends all required court hearings.
- Performs PACT assessments and re-assessments
- Completes juvenile case plans and reviews
- Able to report regularly for work and be on time and performs other duties as assigned by supervisor.

Date Posted:

4/17/2017

ADA/Equal Employment Opportunity Employer/VETS WELCOME

Position Number: 2561000012

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